



United States Court of International Trade

*One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov*

Reference #FY07-1

V A C A N C Y A N N O U N C E M E N T

Position: Records/Archive Clerk
(Temporary Position Not-To-Exceed March 30, 2007)

Salary: CL 22 (\$24,785 - \$40,279)
commensurate with qualifications, salary, and experience

Opening Date: September 22, 2006

Closing Date: October 6, 2006

Position Overview:

The Records/Archive Clerk is responsible for maintaining the files of the Clerk's Office in a systematic and orderly manner. The Records/Archive Clerk sorts, classifies and files case records; maintains the integrity of the filing system by such means as monitoring proper access to records, entering data into the automated case tracking system and maintaining timely and accurate filing of documents; retrieves files and makes copies of records for the Court and the public; prepares and ships records to the appropriate Federal Records Center and retrieves records from Center when needed; and, provides other clerical support as assigned. Lifting of heavy boxes is required.

Qualifications:

To qualify for the position at the CL 22 level, applicants must have a high school diploma or equivalent and have at least one year of general office experience. Applicants should have excellent clerical and organizational skills; ability to apply a body of rules, regulations, directives or laws; good keyboarding skills; and be attentive to details. A college degree is preferred.

Application Procedure:

In a cover letter accompanying a detailed résumé, please specify how you satisfy the qualifications listed above. A résumé without the required cover letter addressing the qualifications will not be considered.

All applications should be directed via mail to: United States Court of International Trade
One Federal Plaza
New York, NY 10278-0001
Attn: Human Resources, Ref. #FY07-1

via fax to: (212) 264-0441

via e-mail to: MaryJane_Mulvehill@CIT.USCOURTS.GOV

ALL APPOINTMENTS ARE SUBJECT TO A FBI BACKGROUND CHECK

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER